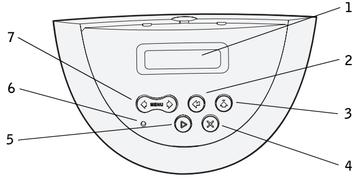
M5200 Quick Reference

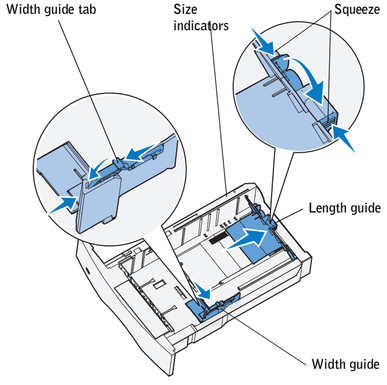
CAUTION: Before you set up and operate your Dell printer, read and follow the safety instructions in your *Owner's Manual*.

Operator Panel



1. LCD display
2. **Select** button
   - Selects the item on the second line of the display
   - Saves the selection as the new default setting
3. **Return** button
   - Returns to the previous menu
4. **Stop** button
5. **Go** button
   - Exits the menus and returns to **`Ready`**
   - Clears messages
6. Power Indicator Light (flashes when busy)
7. **Menu** button
   - Enters and scrolls through the menus
   - Takes the printer offline

Loading a Tray

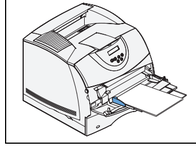
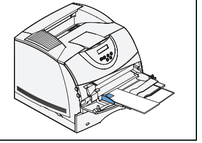


Load print media into any of the standard or optional trays. All trays are loaded the same way.

1. Remove the tray.
2. Squeeze the width guide tab and the width guide, and slide the guide to the far right side of the tray.
3. Squeeze the length guide lever, and slide the length guide to the correct position for the size paper you are loading.
4. Place the print media into the tray with the recommended print side face down for single-sided printing and face up for double-sided printing. Do not load print media above the load line.
5. Squeeze the width guide tab and the width guide, and slide the width guide to the left until it lightly rests against the edge of the paper stack.

Loading the Multipurpose Feeder

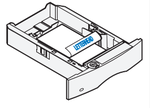
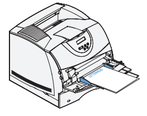
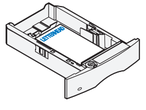
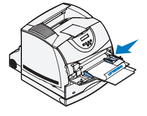
1. Push the lower release latch and open the multipurpose feeder door.
2. Pull the metal bar out far enough to support your print media size.
3. Slide the width guide to the far right.
4. Place the print media in the multipurpose feeder and push it forward without forcing it.

Paper and transparencies	Envelopes
	

5. Slide the width guide to the left until it lightly touches the side of the print media.

Loading Letterhead

Letterhead must be loaded differently depending on whether you are duplexing and whether you are using the multipurpose feeder or a tray.

	In a tray	In the multipurpose feeder
Single-sided printing		
Double-sided printing (duplex)		 Adjust the width guide after loading the letterhead.

Printing a Menu Settings Page

To verify Paper Size and Paper Type settings, and to check installed options and memory, print a menu settings page:

1. Press **Menu** until you see **`Utilities Menu`**, and then press **Select**.
2. Press **Menu** until you see **`Print Menus`**, and then press **Select**. The menu settings page prints.

Canceling a Print Job

To cancel a print job after it has started printing:

1. Press the left arrow on the **Menu** button once. **`JOB MENU`** and **`Cancel Job`** are displayed.
2. Press **Select**. **`Canceling Job`** is displayed.

Printing Confidential Jobs

If you want to print a job that you do not want anyone else to see, the printer can hold your job in memory until you arrive at the printer.

NOTE: This only works with custom printer drivers. These drivers are located on the drivers CD that shipped with your printer.

To print a confidential job:

1. In your word processor, spreadsheet, browser, or other application, select **File** ▸ **Print**.
2. Click **Properties** (or **Options**, **Printer**, or **Setup** depending on the application) to view the printer driver settings.
3. Click **Help** and refer to the topic "Confidential print" or "Print and hold." Follow the instructions.

NOTE: If you send a large file to a shared network printer, it remains in the printer memory until you print it. This could prevent others from printing. Retrieve your print jobs as soon as possible. To check the amount of memory in your printer, see Printing a menu settings page.

4 Go to the printer and use the operator panel to access your confidential print job:

a Press the right arrow on the **Menu** button once. **`Confidential Job`** is displayed. Press **Select**.

b Press **Menu** until you see your user name, and then press **Select**.

c Enter your four-digit personal identification number (PIN) using the numbered buttons on the operator panel. As you enter your PIN, asterisks appear on the display.

d Press **Menu** until you see **`Print A Job`**, and then press **Select**. (**`Print All Jobs`** sends all jobs with the same user name and PIN immediately to the printer.)

e Press **Menu** until you see the job you want to print, and then press **Select**.

f Press **Go** to send the job to the printer.

After the job prints, the job is deleted from printer memory and the printer returns to the **`Ready`** state.

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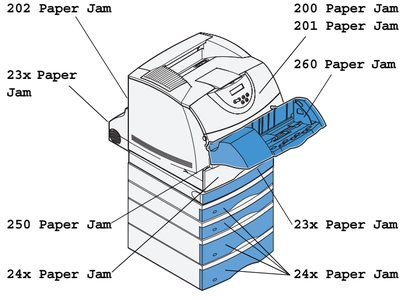
DELL169

Common Printer Messages

Message	Actions
`Change Tray x` The printer is requesting a different size or type of print media than what is loaded.	• Remove the currently loaded print media from the specified tray, and then load the requested print media. • Press **Select** to clear the message and print on the print media currently loaded in the tray. • Cancel the current job.
`Load Manual` The printer is ready for print media to be inserted into the multipurpose feeder.	• Load the multipurpose feeder with the print media specified on the second line of the display. • Press **Select** or **Go** to ignore the manual feed request and print on print media already installed in one of the trays. • Cancel the current job.
`Waiting` The printer has received data to print but is waiting for a command or additional data.	• Press **Go** to print the contents of the buffer. • Cancel the current job.
`Not Ready` The printer is not ready to process data.	Press **Go** to ready the printer to receive jobs.
`Flushing Buffer` The printer is discarding the current print job.	• Wait for the message to clear. • Sometimes this message means the driver data did not match what the printer was expecting. If the situation recurs, try printing from another printer driver.

Accessing Jam Areas

Open doors and covers, remove trays, and remove options to access jam areas. The illustration shows the location of sources and possible jam areas. Be sure to remove any printed paper from the output area before opening the upper front door.



⚠ **CAUTION: Do not attempt to clear any jam using tools or instruments. This may permanently damage the printer.**

`200 Paper Jam`	Upper front door
`201 Paper Jam`	Upper front door
`202 Paper Jam`	Printer rear door
`23x Paper Jam`	Duplex rear door Duplex front access cover (remove standard input tray)
`24x Paper Jam`	Standard input tray Paper trays
`250 Paper Jam`	Lower front door (down when envelope feeder is installed)
`260 Paper Jam`	Envelope feeder

Operator Panel Menus

Paper Menu
Paper Source
Paper Size
Paper Type
Custom Types
Universal Setup
Substitute Size
Configure MP
Envelope Enhance
Paper Texture
Paper Weight
Paper Loading*

Finishing Menu
Duplex*
Duplex Bind*
Copies
Blank Pages
Collation
Separator Sheets
Separator Source
Multipage Print
Multipage Order
Multipage View
Multipage Border

Utilities Menu
Print Menus
Print Net <x> Setup
Print Fonts
Factory Defaults
Hex Trace

Job Menu
Confidential Job**
Held Jobs**
Cancel Job**
Reset Printer
Print Buffer**

Quality Menu
Print Resolution
Toner Darkness
PictureGrade

Setup Menu
Printer Language
Power Saver
Quick Start
Resource Save
Print Timeout
Wait Timeout
Auto Continue
Jam Recovery
Page Protect
Print Area
Display Language
Alarm Control
Toner Alarm

PCL Emul Menu
Font Source
Font Name
Point Size
Pitch
Symbol Set
Orientation
Lines per Page
A4 Width
Tray Renumber
Auto CR after LF
Auto LF after CR

PostScript Menu
Print PS Error

USB Menu
Standard USB
PCL SmartSwitch
PS SmartSwitch
NPA Mode
USB Buffer
MAC Binary PS

Network Menu
Standard Network
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Network Buffer
MAC Binary PS
STD Net Setup

* Depending on installed options, not all menu items may be shown.

** Options are only available if a print job has been sent to the printer.